



DEPARTMENT OF THE NAVY
COMMANDANT OF THE MARINE CORPS
3000 NAVY PENTAGON
WASHINGTON DC 20350-3000

IN REPLY REFER TO:

5720

ARSF-F2/11U100450

JUN 7 2011

MR JASON SMATHERS
185 BEACON STREET #3
SOMERVILLE MA 02143

Dear Mr. Smathers:

SUBJECT: FILE NUMBER HQMC-201100342

This refers to your April 7, 2011, Freedom of Information Act (FOIA) request, by which you seek to obtain an electronic copy of the Access Database used to track FOIA requests. This also follows-up our email to you of May 11, 2011, and finalizes our response to this request.

Please be advised that FOIA processing within the Marine Corps is not centralized nor is there any centralized database or other electronic system that collects and maintains FOIA request data for all USMC FOIA Offices. Accordingly, this response only addresses the HQMC FOIA Database and Log for Fiscal Year (FY) 2005 to May 31, 2011. Should you wish to obtain copies of FOIA LOG data for any other USMC FOIA Office; you will need to write directly to that official to request such. A listing of USMC FOIA Offices is provided on the CD-ROM at the enclosure.

In an effort to assist you, we initiated a query of the HQMC Correspondence Control Access Database for requested records. As a result, we were able to identify the Headquarters, USMC, FOIA requests received starting from FY05 to the end of FY10. The query resulted in 4425 entries, which contains FOIA requests from previous FY's that were still pending in FY05. Our review revealed that the query may be released to you in its entirety. Please note that certain fields within the database are populated with codes as shown below.

<u>Access Code</u>	<u>Description</u>
0	No
-1	Yes
C	Complex
D	Denial (6-year file)
F	FOIA
FC	FOIA Consult
R	Routine (2-year file)
U	Unclassified

Further, be advised that starting FY11, the HQMC Correspondence Control Access Database is no longer used for daily operations but instead only updated to finalize the processing of requests still pending from FY's prior to FY11. However, HQMC FOIA Log data is now contained in the Department of the Navy (DON) FOIA TRACKING SYSTEM maintained by the DON FOIA Office (Chief of Naval Operations, DON FOIA/Privacy Policy Branch (DNS-36), 2000 Navy Pentagon, Washington DC 20350-2000). Accordingly, we initiated a query of the DON FOIA TRACKING SYSTEM to generate a HQMC FOIA LOG report covering requests available for FY11 (October 1, 2010 to May 31, 2011). A review of the generated 15-page HQMC FOIA LOG report revealed it may be released to you in its entirety. A copy of the Database and Log are provided on the CD-ROM at the enclosure.

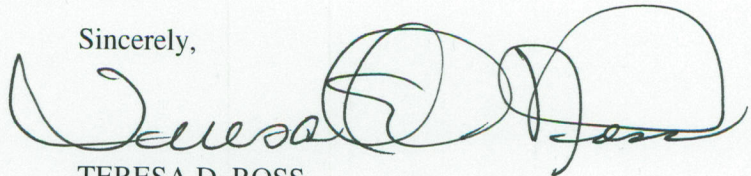
JUN 7 2011

We have categorized you as an "Other Requester" for assessing FOIA processing fees. As such, you are entitled to two hours of search and 100 pages of duplication free of charge but are responsible for the payment of any search and/or duplication fees exceeding your free entitlement. In this instance, since search fees do not exceed your free entitlement, there is no fee charge for processing your request.

Questions concerning this action should be directed to Ms. Barbara Gonzalez of my staff at (571) 256-8636 or (703) 614-4008. Please reference the file number above when corresponding on this matter.

I am the official responsible for this determination.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa D. Ross', with a large, stylized flourish at the end.

TERESA D. ROSS
Head, FOIA/PA Section (ARSF)
Security Programs & Info Mgmt Branch
Administration & Resource Mgmt Division

Enclosure

ENCLOSURE